

EDUCATIONAL NEWSPAPER

scope of work

- Researching and writing local history vignettes for A–Z format
- Developing educational activities such as crosswords, coloring pages, and word searches
- Collaborating with illustrator to create custom drawings
- Editing and proofreading content for clarity and age-appropriateness
- Designing the full layout of the newspaper
- Applying brand style and formatting for consistency
- Coordinating with printers on specs, proofs, and production
- Creating a marketing plan to promote The History Tree in the community
- Designing social media graphics and promotional materials
- Coordinating distribution to schools, libraries, community centers, and museum visitors
- Overseeing delivery and ensuring wide community access

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